

Copies sent to each [redacted]
Logistics, and [redacted]

25X1A7B

Chief, Fiscal Division

19 SEPTEMBER 1957

General Services Administration, Treasury Department, and General
Accounting Office Joint Regulation Memo 88-100 dated 10 March 1957.

REFERENCE: [redacted]

1. The subject regulation relating to "Small Purchases Utilizing Imprest Funds" requires that there be unannounced audits of each fund as frequently as deemed necessary, but at least annually.

2. To assist in compliance with this requirement, it is requested that you direct that an unannounced and initial audit be made, not later than 30 September 1957, of the imprest funds being utilized in your office. Thereafter, it is requested that you direct that similar unannounced audits be made as you deem necessary, but at least semiannually.

3. The original and one copy of each audit report shall be forwarded to the Chief, Fiscal Division, 2430 E Street, N. W., Washington 25, D. C., and should disclose the following information:

- A. Name of imprest fund cashier. His location shall be given as 2430 E Street, N. W., Washington 25, D. C.
- B. Whether or not the imprest funds under the jurisdiction of the imprest fund cashier at your location are being utilized in accordance with the subject joint regulation.
- C. Whether or not the amount of the advance is excessive.
- D. The Accountability of the Advance:

Cash on hand \$ _____

Uncashed reimbursement checks _____

Paid vouchers not forwarded for reimbursement _____

Interim receipts to employees for purchases _____

Vouchers in transit for reimbursement _____

Total of Advance \$ _____

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E. Each audit report shall be dated and signed by the individual performing the audit.

4. There is also forwarded for your information Supp. # 1 to the subject regulation.



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Attachment:
Supp. # 1

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